

DEPARTMENT OF THE TREASURY

FINANCIAL CRIMES ENFORCEMENT NETWORK

SENIOR EXECUTIVE SERVICE

Vacancy Announcement EXSER/02-019PAW



Opening Date: October 23, 2002

Closing Date: November 22, 2002

AREA OF CONSIDERATION: All Qualified US Citizens

POSITION: Executive Associate Director, Regulatory Programs
(Position is designated as Career Reserved)
ES-301-01/04

OFFICE: Financial Crimes Enforcement Network
Office of Regulatory Programs

DUTY LOCATION: Washington, D.C.

PAY RANGE: \$125,972 - \$138,200 per annum

MAJOR DUTIES

The Executive Associate Director, Regulatory Programs serves as a key advisor to the Director of the Financial Crimes Enforcement Network (FinCEN) and the Deputy Director, Operations, FinCEN, to assure that critical regulatory programs are developed, interpreted, and implemented in a manner consistent with pertinent legislation, regulations, national strategies, and FinCEN strategic objectives. Directs the efforts of senior specialists in implementing regulatory policy, overseeing regulatory compliance efforts, and exercising civil enforcement of the Bank Secrecy Act (BSA) over banks and other institutions. The regulatory requirements under the BSA provide the data that FinCEN and related agencies analyze and prescribe which organizations must file, the data that they must provide, and filing mechanisms. The regulatory program has direct effect on all of the banking, financial, money services, and related organizations that serve as money conduits. The regulatory program is critical to the efforts of Federal, State, and local law enforcement and intelligence agencies to detect and prevent money-laundering and other financial crimes and prevent the funding of terrorism. The impact of the program has a direct effect on the well being of the public in that it deters organized crime and helps prevent the funding of terrorism.

Major responsibilities include the:

- Developing of long-range goals, plans and strategies of FinCEN for proposing, responding to, and implementing regulatory provisions concerning the mission of FinCEN and the private institutions whose compliance are monitored by FinCEN;
- Conducting liaison with Federal, state, and local law enforcement organizations, regulatory organizations, and intelligence agencies that are vitally involved in activities related to money-laundering, other financial crimes, and financial activities related to terrorism;
- Devising programs to ensure consultation with an increasingly broad range of financial institutions, including those providing banking, finance, check cashing, and other money services, as well as casinos, insurance agencies, travel agencies, and pawnbrokers;
- Providing technical and administrative direction to a staff which includes recruiting and selecting staff, defining work assignments, setting policies, goals, and priorities, setting performance standards, reviewing accomplishments, resolving employee performance and conduct issues, and promoting adherence to public policy, including diversity and equal opportunity in employment.

For further information regarding FinCEN's mission, please visit our website at http://www.fincen.gov/af_mission.html

EQUAL EMPLOYMENT OPPORTUNITY

FinCEN is an Equal Employment Employer: Selection for this position will be based solely on merit with no discrimination for non-merit reasons such as race, color, religion, sex, national origin, politics, marital status, disability, sexual orientation, age, or membership or non-membership in an employee organization.

FinCEN provides reasonable accommodations to applicants with disabilities on a case-by-case basis. Applicants should notify the point of contact on this vacancy announcement if a reasonable accommodation is needed for any part of the application and hiring process.

FINCEN BENEFITS

FinCEN offers flexible work schedules, a comprehensive leave program, financial assistance to employees who use public transportation to commute to work, and reimbursement for approved training. All employees are assigned individual state-of-the-art computers. The office is located in

a modern commercial building in Northwest Washington, DC. FinCEN also offers attractive health, life, and long-term care insurance programs, plus, offers newer employees a three-tier retirement plan that includes a retirement contribution program with matching funds or, as applicable, continuance in the Civil Service Retirement System.

QUALIFICATION REQUIREMENTS

Applicants must be U.S. citizens.

The applicant's experience must clearly show that he/she possesses the professional, technical and program knowledge, skills, and abilities outlined under all of the Executive Core Qualifications (ECQ's), the MANDATORY (Selective Factor) Technical Qualifications, and the Desirable Technical Qualifications. Please refer to the Office of Personnel Management's (OPM) Senior Executive Service (SES) website at <http://www.opm.gov/ses> for general information on the SES.

Each applicant is required to submit a narrative statement addressing all of the ECQ's, MANDATORY (Selective Factor) Technical Qualifications, and Desirable Technical Qualifications listed below (we recommend no more than two pages per core/technical qualification). However, current members of the career SES, former career SES members with reinstatement eligibility, and OPM certified graduates of the SES candidate development program only need to address the MANDATORY and Desirable Technical Qualifications.

Please see the HOW TO APPLY section for specific instructions. The narrative statements should demonstrate the necessary level of management skills, characteristics, qualities, specialized knowledge and technical competence, which would indicate successful performance in the SES. The statements must include clear and concise examples that emphasize the applicant's level of responsibilities, scope and complexity of programs managed, program accomplishments, policy initiatives, and level of contacts. The OPM "Guide to Senior Executive Service Qualifications" provides detailed information on addressing the ECQ's and key characteristics and is available on the OPM website at www.opm.gov/ses/handbook.html.

NOTE: When responding to the core, mandatory, and technical qualifications under sections A, B, and C, applicants should provide examples that describe (1) background information; (2) problems; (3) actions taken; and (4) specific results.

A. MANDATORY EXECUTIVE CORE QUALIFICATIONS (ECQ's)

The following elements will be used to evaluate each individual applicant's record of knowledge, skills, abilities, and potential to ensure that the applicant possesses sufficient breadth and depth of executive qualifications for entry into the career Senior Executive Service. The ECQ's emphasize such qualities as customer service, creativity, team building, partnership, and describe the leadership skills needed to succeed in the SES as well as reinforce the concept of an "SES corporate culture."

Remember, you can refer to the OPM "Guide to Senior Executive Service Qualifications" which provides detailed information on addressing the ECQ's and key characteristics and is available on the OPM website at www.opm.gov/ses/handbook.html.

1. **LEADING CHANGE** (This encompasses the ability to develop and implement an organizational vision, which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity -- to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking,

and to maintain focus, intensity and persistence, even under adversity).

2. **LEADING PEOPLE** (This involves the ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals).
3. **RESULTS DRIVEN** (This stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies).
4. **BUSINESS ACUMEN** (This involves the ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision making.) Describe a staffing challenge and the results; describe budget, and challenges/action taken to achieve results; describe how development or implementation of information systems have resulted in cost-effective savings, better use of staff time, better decision-making, etc.
5. **BUILDING COALITIONS/COMMUNICATION** (This involves the ability to explain, advocate and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization).

B. MANDATORY PROFESSIONAL/TECHNICAL QUALIFICATIONS

1. Knowledge and experience concerning the interpretation and implementation of the Bank Secrecy Act (BSA) and amendments to it, as well as related regulations and legislation, the legislative process resulting in such regulations, the requirements imposed by such regulations, and the possible sanctions for non-compliance.
2. Expertise in developing strategic approaches to long-term program direction of BSA and anti-money laundering programs and in developing position papers and program and policy proposals that tie in multi-faceted considerations, including resource and technology forecasting, in planning activities.

C. DESIRABLE PROFESSIONAL/TECHNICAL QUALIFICATIONS

1. Well-developed skills in speaking about money-laundering and related issues to senior level individuals in groups or individually, requiring a high degree of tact, discretion and sensitivity, explaining and justifying proposals and negotiating cooperative working relationships with individuals that may have strong conflicting views and concerns.
2. Skill in developing and presenting formal written documents, including policy, program, and legislative proposals; program guidelines; and speeches for executive audiences.
3. Demonstrated management expertise in providing a full array of administrative and technical supervision to senior staff engaged in work directly related to the regulatory and compliance work supervised by this position.

METHODS TO BE USED IN RATING AND RANKING CANDIDATES:

Rating and ranking to determine "Best Qualified" will be conducted by representatives of an Executive Resources Board (ERB). Each applicant's overall record (professional and volunteer experience, education and training, accomplishments, awards, and potential) will indicate whether he/she possesses the knowledge, skills, and abilities needed in the ECQ's and both the Mandatory and Desirable Technical Qualifications.

ADDITIONAL INFORMATION

All appointees to SES positions must be able to satisfy the following requirements:

1. Complete a favorably adjudicated security investigation;
2. Serve a 1-year probationary period;
3. File a statement of employment and financial interests upon entry, and annually thereafter;
4. Undergo a tax record check; and
5. Satisfactorily complete a drug test and, thereafter, be subject to random drug testing.
6. Short-term travel may be required.

HOW TO APPLY

1. Applicants may submit OPM Optional Form 612 (Optional Application for Federal Employment), resume, or other written format of their choice. However, the application, regardless of the format, must describe the applicant's related qualifications pertinent to the position and must include the information cited in the OPM brochure, OF-510, "Applying for Federal Jobs." This brochure may be obtained at www.opm.gov/forms/pdfimage/of0510.pdf. The OF-612 may be obtained at www.opm.gov/forms/pdfimage/of0612.pdf
2. Applicants must also provide narrative statements addressing each of the five mandatory Executive Core Qualifications, the two mandatory Technical Qualifications and the three desirable Technical qualifications on regular bond paper (we recommend no more than two pages per core/technical qualification). The Mandatory and Desirable Technical Qualifications must be addressed by all applicants, including current SES members, former career SES members, and graduates of the SES Candidate Development Program.
3. Applicants who completed an OPM-approved SES candidate development program must submit a document that certifies the completion. Applicants who are current SES employees or are eligible for reinstatement to an SES-Career appointment must submit a copy of the Notice of Personnel Action (SF-50), or equivalent documentation that indicates the SES-Career status.
4. The vacancy announcement number must be listed on the envelope and the first page of your application or resume. All application materials **must be postmarked** no later than the closing date of the vacancy announcement. The use of postage-paid Government agency envelopes is a violation of Federal law. Applications received in postage-paid Government envelopes will not be

considered.

5. No documents, other than those specified in this section, will be accepted. Any excess documents will not be forwarded to the Executive Resources Board. Please do not attach position descriptions, award certificates, personal endorsements, pictures, etc. Materials submitted as part of your application will not be returned.
6. Failure to submit all required documents and information requested by the closing date of this announcement will constitute an incomplete application package, and may result in your application not being considered. Applicant's qualifications will be evaluated solely on the information submitted in their application.

APPLICATION PACKAGES MUST BE MAILED TO:

**Financial Crimes Enforcement Network
Human Resources
Attn: EXSER/02-019PAW
P.O. Box 39
Vienna, VA 22183-0039**

**APPLICATIONS MUST BE POSTMARKED BY
THE CLOSING DATE of November 22, 2002.**

FOR FURTHER INFORMATION CONTACT:

For a copy of this announcement please visit the
FinCEN website at,
http://www.fincen.gov/wn_jobposting.html

For additional information, please call:
Mrs. Patti Jean Warren (703) 905-3971.